



Newchurch Parish Council

Minutes of Meeting 2022-4 held on Monday 4th April 2022 in person at The Old Wool Store, Brooker Farm, Newchurch, Romney Marsh, TN29 0DT. At 7.31 pm Chairman Cllr Colin Woollard welcomed all participants to the Ordinary Parish Council Meeting.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2022-4-1	Persons Present	<u>Councillors</u> Colin Woollard (Chairman), Tony Goode, Alison Youd, Deborah Woollard <u>Officer</u> , Mr Michael Sharpe (Clerk & Responsible Financial Officer / RFO to Newchurch Parish Council/ NPC)	
2022-4-2	Apologies	None	
2022-4-3	Declarations of Interest	The Chairman reminded Councillors of their obligation to declare any conflicts of interest, registered or otherwise, before each item begins to be discussed. A Youd declared an interest (DPI) in <i>Agenda Item 8 Planning Matters - proposed felling of a dead damson tree within Newchurch Conservation Area</i> - as she is the property owner and the applicant. She therefore took no part in the discussion or vote on that single item, in accordance with paragraph 9 of the NPC Code of Conduct.	
2022-4-4	Final Minutes of previous meeting	The minutes of the Parish Council meeting of 7 th March 2022 were examined and discussed and unanimously APPROVED. Proposed A Youd seconded D Woollard.	ACTION Clerk to place signed copy in Minute Book, and update website, by Maundy Thursday 14 th April.
2022-4-5	Matters Arising	<u>Minute 2022-3-10</u> The handover of financial matters from the Treasurer to the Clerk is in progress. The Chairman produced an envelope left with him containing information for <i>Agenda Item 7 Financial reports</i> .	
2022-4-6	Public Interval	No member of the public was present.	
2022-4-7	FINANCIAL REPORT	From Mrs Denby's printed report Mr Sharpe stated that the bank balances stand at £0.06 in the deposit account and £5,231.41 in the current account. <u>Cheques for payment:</u> to Michael Sharpe Clerk's Salary (quarterly) £450.80; to HM Revenue & Customs Clerk's Income Tax same period Jan-April 2022 £19.00 TOTAL £469.80 . The Council RESOLVED to accept the report and to make these payments, proposed C Woollard, seconded A Youd.	ACTION Clerk to post HMRC cheque and complete financial handover successfully by end April.
2022-4-8	Planning Matters	22/0412/FH : The Old Village Hall, Newchurch, TN29 0DZ <i>Felling of a Damson Tree situated in a conservation area</i> (applicant Cllr A Youd). The three Councillors forming a quorum debated and RESOLVED to support the application, proposed D Woollard, seconded A Goode.	ACTION Clerk to notify support to the FHDC Planning Portal straightway.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2022-4-9	Jubilee Celebrations June 2022	The Council noted the recent joint meeting of interested parties The Council RESOLVED to apply for the KCC funding, proposed D Woollard, seconded C Woollard.	ACTION Clerk to finalise application for KCC funding by 8 th April, and inform councillors of outcome by email.
2022-4-10	Residents' concern at increased sewerage charges 2022-23	The Chairman noted an approach from residents on behalf of 24 domestic properties in the village whose bills have doubled this year from £341 to £697. For historical reasons FHDC (not Southern Water) is the waste water utility provider for three groups of housing in Newchurch. After debate the Parish Council RESOLVED to bring the matter before the two FHDC Ward Councillors with a request for reduction in the sums demanded. This should be to a level within 3% of the previous year's sewerage bill apportionment figure, and achieved by increasing the FHDC subsidy figure already shown on the bills.	ACTION Clerk to draft and circulate an appropriate email to Councillors before sending to District Councillors Meyers and Mullard, by 12 th April.
2022-4-11	Co-option of replacement Councillor	No volunteers had come forward. After due discussion two Councillors identified a likely candidate who would be approached and asked to attend the Annual Parish Council Meeting (APCM) in May with a view to being co-opted then.	ACTION: Clerk to prepare Councillor induction pack, by May meeting.
2022-4-12	New Employment Contract for Clerk/RFO post	The Council in the person of the Chairman acknowledged and countersigned the revised document.	
2022-4-13	Correspondence	<ol style="list-style-type: none"> Victim Support request for a donation. Councillors discussed the postal request, and acknowledged the valuable work done by this organisation. NPC resolved NOT to make a donation on this occasion. Proposed T Goode, Seconded A Youd FHDC Emergency Rest Centre directory update : Councillors clarified the extra phone numbers and change to details. National Association of Local Councils (NALC) email regarding Parish Councillor roles on its Smaller Councils Committee - noted. 	<p>ACTION: Clerk to write and post letter to applicant declining request, when convenient.</p> <p>ACTION: Clerk to email FHDC with changes by 8th April</p>
2022-4-14	Exchange of information	Councillors discussed the need for fresh photos of the Council members and staff on the website when the vacancy has been filled. Use of the two Notice Boards in the village for Council communications was also discussed.	
2022-4-15	Next meeting	The Council RESOLVED to hold its Annual Parish Council Meeting (APCM), as required under the Local Government Act 1972, on Tuesday 3 rd May 2022 at 7.30 pm at the Village Hall, proposed C Woollard, seconded D Woollard. The Chairman also indicated that subject to room availability he would call the Annual Parish Meeting (APM) for a review of village activities for the same date.	<p>ACTION Clerk to update website, prepare and circulate papers by 20th April (APM) and 26th April (APCM).</p> <p>C Woollard to check availability of the Community Room on that date, when convenient.</p>

The Chairman declared the Parish Council meeting to be concluded at 8.14 pm. END.